

~~C-O-N-F-I-D-E-N-T-I-A-L~~

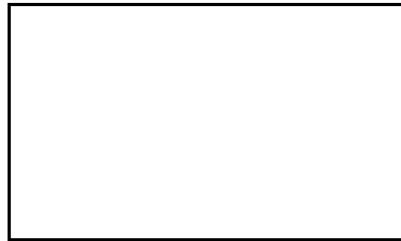
OCR INSTRUCTION

CR 1-5
Organization
8 May 1967

REORGANIZATION PLANNING GROUP

1. Effective 10 May 1967, an OCR Area Reorganization Planning Group is established to develop the operational plan, procedures, and logistics for implementing an area reorganization of the Office. The Planning Group will be chaired by [] and will consist of the following personnel:

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2. All Planning Group members except [] are detached on a full-time basis from their current office assignments. [] will continue in his capacity as Director, CHIVE Task Force, and will function as a part time member of the Group. [] Chief, Document Systems Group, will represent the support activities of the Office.

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3. The Planning Group will be located in Room 2E49 and will operate under the direction of the Director of Central Reference. The resources of the operating divisions will be available to the Group as needed.

4. The Planning Group shall:

- (a) Develop within the next 30 to 45 days a plan for implementing a five-area division reorganization of the Office's information and reference services.

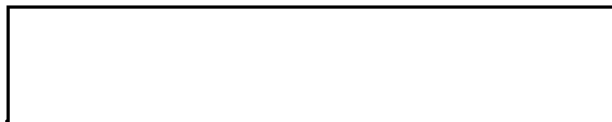
GROUP 1

Excluded from automatic
downgrading and
declassification~~C-O-N-F-I-D-E-N-T-I-A-L~~

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- (b) Allocate OCR personnel, functions, and space to these area divisions and coordinate with Chief, Document Systems Group, the allocation of responsibilities and functions assigned to his group.
- (c) Establish operational processing and service procedures within the new organizational structure.
- (d) Implement the initial phase of the reorganization by establishing and monitoring the first area division. It is anticipated that the first area division will be established in September 1967 and that the entire area division structure will be in operation by 1 January 1968.

5. In order to coordinate the Office's system and development activities during the reorganization, the Director, CHIVE Task Force, will report to the Chairman of the Area Reorganization Planning Group. The operational testing of Project CHIVE in the China Operations Group (COG) will continue as planned.



Director of Central Reference

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